

MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

1-7

CLERICAL EVALUATION FORM

(See Instruction Sheet)

TOTAL POINTS: _____

NAME: _____
 POSITION TITLE: _____
 POSITION GRADE: _____
 DATE OF GRADE: _____
 RANKING SUPERVISOR: _____

FACTORS:	Outstanding	Strong	Proficient	Marginal	Unsatisfactory
	11-13	8-10	4-7	1-3	0
I. PERFORMANCE The degree to which an individual effectively performs his/her current duties.					
II. KNOWLEDGE & SKILLS 1. <u>Applied Skills</u> : The degree to which an individual masters and utilizes the knowledge and skills required to perform his/her job.					
2. <u>Policies & Performance</u> : The degree to which an individual understands and applies the policies and procedures of his/her immediate office.					
3. <u>Knowledge of Organization</u> : The degree to which an individual is aware of the functions and structure of his/her office.					
SUB-TOTAL					

RATINGS:

Outstanding : Superior to peers.
 Strong : Exceptional proficiency.
 Proficient : Satisfactory/average.
 Marginal : Deficient in one or more significant areas of responsibility.
 Unsatisfactory: Unacceptable.

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FACTORS:	Outstanding	Strong	Proficient	Marginal	Unsatisfactory
III. <u>ABILITIES</u>	11-13	8-10	4-7	1-3	0
1. <u>Adaptability</u> : The degree to which an individual works under pressure and adjusts to changes.					
2. <u>Follows Instructions & Guides</u> : The degree to which an individual follows instructions and seeks advice and/or direction, when necessary.					
3. <u>Communication</u> : The degree to which an individual effectively expresses himself/herself in job-related matters.					
IV. <u>PRODUCTION</u>					
1. <u>Efficiency</u> : The degree to which an individual effectively organizes his/her work and time.					
2. <u>Neatness & Accuracy</u> : The degree to which an individual neatly and accurately completes his/her work.					
3. <u>Meets Deadlines</u> : The degree to which an individual completes his/her work on a timely basis.					
4. <u>Preparation & Maintenance of Records</u> : The degree to which an individual effectively prepares and maintains records, such as reports, files, forms, log notes, messages, correspondence, etc.					
SUB-TOTAL					

RATINGS:

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Proficient : Satisfactory/average.

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FACTORS:	Outstanding	Strong	Proficient	Marginal	Unsatisfactory
V. <u>ATTITUDE</u>	11-13	8-10	4-7	1-3	0
1. <u>Interest in Job:</u> The degree to which an individual displays interest toward achieving the objectives of his/her position.					
2. <u>Accepts Additional Responsibilities:</u> The degree to which an individual willingly accepts additional responsibilities and assists others.					
3. <u>Cooperation with Others:</u> The degree to which an individual works successfully with others and contributes to the overall team effort.					
SUB-TOTAL					
TOTAL POINTS (I - V)					
VI. <u>POTENTIAL</u>	HP	MD	VC	LP	SS
The degree to which an individual can be expected to assume increased responsibilities.	11-13	8-10	4-7	1-3	0
1. <u>Potential within clerical range:</u>					
2. <u>Potential above clerical range:</u>					

RATINGS:

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 Proficiency : Satisfactory/average.
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